



Curriculum Vitae

Name	Nader el sheikh
Date of Birth	07.02.1976
Nationality	Egyptian
Marital status	Married (3 children)
Telephone	+02 1025959265 +966 598237095
E-Mail	naderelshekh@yahoo.com
School education	Bachelor of Social Work 1998

Work experience

Jun 2020 – Till now

Executive Housekeeper

Braira Hotel Olaya - Riyadh KSA

Job description:

- Primarily responsible for the overall management of Housekeeping Department
- Oversees the supervision of all Housekeeping staff
- Ensure that all policies and procedures are followed by all Housekeeping staff
- Ensure that the Housekeeping Department is properly staffed to budget guidelines
- Oversees work assignments of Housekeeping staff
- Develops departmental training programs for all staff
- Ensure that hotel cleanliness standards are maintained at all times through weekly walkthroughs with Housekeeping Supervisors
- Ensure that all form, documents and tracking information for the Housekeeping Department is completed in a timely manner
- Monitor production levels to ensure optimum quality delivered by staff
- Observes and evaluates quality of work
- Adheres to hotel standards for guest service
- Completes staff performance reviews
- Oversees and approves all Housekeeping work schedules to ensure proper coverage and even distribution of workloads
- Ensure that all Housekeeping equipment is properly maintained to hotel standards and in good working order
- Ensure that all guest requests and special needs are addressed in a timely manner
- Holds monthly meeting to update and train staff on key departmental and hotel issues
- Organizes staff for social and guest functions
- In charge of the Pest control
- In charge of the Laundry

Jun 2018 – Jun 2020

Executive Housekeeper

Braira Hotel Qurtuba - Riyadh KSA

Aug 2017 – Jun 2018

Executive Housekeeper

Braira Al Azizia Resort EL Khobar KSA

July 2016 – Aug 2017

Executive Housekeeper

Jasmine palace resort & spa – Hurghada – Egypt

Mar 2014 – May 2016

Director of Housekeeping for Both Hotel

SENTIDO Mamlouk Palace Resort - Hurghada – Egypt

SUNRISE Select Garden Beach Resort & Spa

May 2010 – Mar 2014

Executive Housekeeper

SUNRISE Select Garden Beach Resort & Spa - Hurghada – Egypt

Jun 2009 – May 2010

Assistant Executive Housekeeper (in charge)

Porto el Sokhna - El Sokhna – Egypt

Jun 2008 – May 2009

Assistant Executive Housekeeper

Regency Plaza - Sharm el Sheikh – Egypt

Feb 2008 – Jun 2008

Executive Housekeeper (opening team)

Royal Resort (swan tour club) – Marsa Alam – Egypt

Aug 2006 – Feb 2008

Executive Housekeeper (opening team)

System One company - Procter & Gamble factory Cairo – Egypt

Jun 2005 – Aug 2006

Assistant Executive Housekeeper (in charge)

Tulip Resort Marsa Alam – Egypt

Managing by Flash international

Jul 2004 – May 2005

Senior Supervisor (opening team)

Plan Hotel Stella di Mare – El Sokhna – Egypt

Mar 2002 – Jul 2004

Floor Supervisor (opening team)

Plan Hotel Stella di Mare – El Sokhna – Egypt

Mar 2000 – Dec 2001

Floor supervisor (opening team)

Swiss inn Stella di Mare – El Sokhna – Egypt

Apr 1995 – Dec 1997

Room attendant (opening team)

Protia Hotel – El Sokhna – Egypt

Training:

- Crisis Management (Harvard Manager Mentor)
- Let's Break the Chain of COVID-19 Infection (MBRU)
- Find your Light (MBRU)
- Let's Gear Up to Volunteer and Defy COVID 19 (MBRU)
- Fighting the Infection (SRCA)
- Disaster and Crisis Management (SRCA)
- Health & Hygiene
- Maintaining Guest Supplies
- Train the trainer
- Top hotels – Holiday check – Trip advisor – Trust you
- E-Cristal training (hygiene, HACCP)
- Travel life Training
- Cleaning Equipment
- Guest Laundry Procedures
- Social Skills
- Diversy, Cimex, T.C.L. and prima class for training Chemical Substances
- Attitude is every thing
- Success kit for new manager
- Leader ship
- Interpersonal communication
- Exceeding guest expectations

Certificates:

- **Ministry of health KSA thanks letter**
The effort during Quarantine in the hotel (COVID – 19)
SUNRISE Select Garden Beach Resort & Spa
- Manager of the year Award 2014
SUNRISE Select Garden Beach Resort & Spa
- Rooms division cross training 2013
SENTIDO Mamlouk Palace Resort
- General Manager Award -2014 - 2015
SUNRISE Select Garden Beach Resort & Spa
- General Manager Award 2010-2011-2012-2013-2014-2015
Suez Hotel School
- Teacher of housekeeping from 2000 To 2003

Special Knowledge

- Arabic Language – Mother Tongue
- English Language – Very good in writing and speaking & understanding
- Computer knowlegde (Windows, outlook, Word, Excel, Fidelio, Pro Master System, Win Lodge System etc.)

Refrence check

- **MR . Mohamed deraz** GM at Titanic Beach Hurghada Mobil 01278348888
- **MR. Mohamed elsayed** GM at jasmine palace Hotel Mobil 01278347777
- **MR.Mohamed el serwy** Area FC SUNRISE Hotels & Resorts Mobil 01278343333
- **MR.Mohamed A.elyazed** Director HR SUNRISE Hotels & Resorts Mobil 01001689810
- **MR. Phileb di viscai** Managing director Pyramisa Hotels Mobil 01006012160
- **MRS . susan kooij** Resort quality manager SUNRISE Mobil 01211691804
- **MR. Rocco santopietro** G.M Reef Resort Bahrain Mobil +97333121262
- **MR. Nasser haider khan** Hotel manager Braira hotel KSA Mobil + 966599292653
- **MR. Alp onganar** Cluster G.M Amarina Hotels&Resorts Mobil 01158394600
01222424250

Thank you

Nader elshekh
Update Jun 2020